

INSTRUCTIONS FOR CREATING A MONTANA ePass ACCOUNT & SETTING UP THE “FILE TRANSFER SERVICE” (EMAIL)

21st Century Community Learning Center (21st CCLC) programs are now allowed to send in student level information (i.e. documents containing student name, birthdate, school name) to the Office of Public Instruction (OPI) for reporting purposes; however, all documents that contain student level information must be sent through the secure email service, Montana ePass. Within ePass, you will add the email service called the “File Transfer Service”. Instructions for creating an account and using the ePass system are below: (If you have already set up an ePass account in the past, you do not need to do it again. You can continue to use the system as before.)

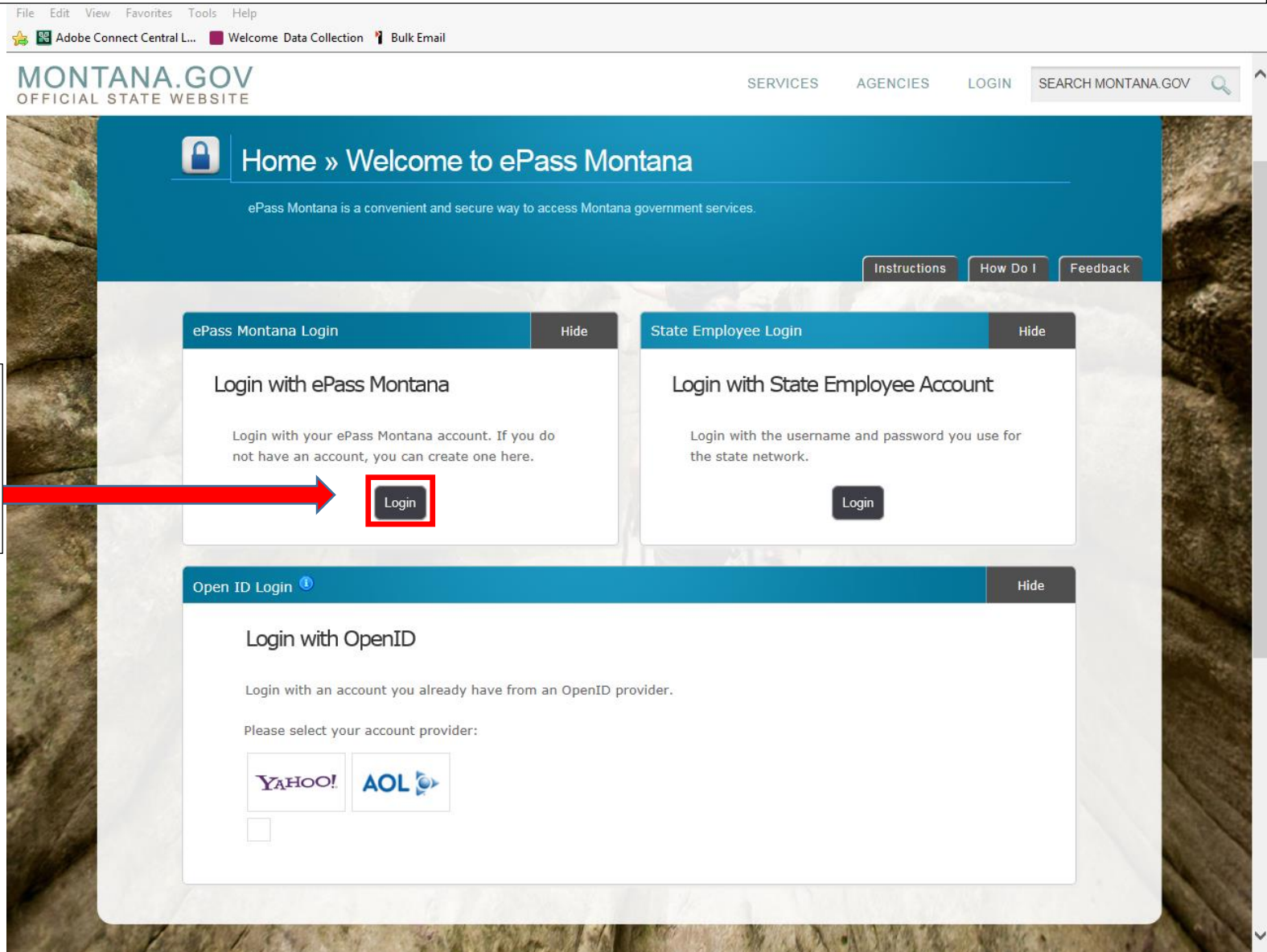
IMPORTANT NOTE: Please **DO NOT** send any student level information or documents containing student level information to the Office of Public Instruction’s (OPI’s) 21st CCLC program through your regular email server (i.e. Microsoft Outlook, Gmail, Yahoo, etc.). These servers cannot guarantee that the student’s confidential information won’t be picked up by potential computer hackers. **ONLY USE Montana ePass.**

1. OPEN THE ePass HOME PAGE:

- A. Click on this link to access the login/create a new account page in ePass: <https://app.mt.gov/epass/Authn/selectIDP.html> . (Save this link under your "Favorites" on the top menu bar)

The Welcome page looks like this:

B.



2. TO CREATE AN ACCOUNT:

- A. Under:
"Login with ePass Montana"

Click on

Login



ePass Montana



Home » ePass Montana Login

ePass Montana provides access to all authorized eGovernment services using one username and password.

Instructions

How Do I

Feedback

Existing User

Username:

adomino@mt.gov

Password:

••••••••

[Forgot your Username or Password?](#)

Login

New User

Create an ePass Montana account by selecting the button below:

Create an Account

Home

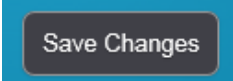
2. To create an account:

B. Under:
"New User"
Click on

Create an Account

2. Create an Account:

Save Changes

C. Complete this page, then at the bottom, click . The OPI will not have access to your password. Please keep passwords in a safe location.

File Edit View Favorites Tools Help

Adobe Connect Central L... Welcome Data Collection Bulk Email

MONTANA.GOV
OFFICIAL STATE WEBSITE

SERVICES AGENCIES LOGIN SEARCH MONTANA.GOV

Instructions How Do I Feedback

Important – About your username and password: Username must be at least 6 characters long, password must be at least 8 characters long, password must use both letters and numbers, password must be different than your username, password is case sensitive.

Cancel Save Changes

Personal Information

*First Name:

*Last Name:

Daytime Phone:

*Primary Email:

*Verify Primary Email:

Alternate Email:

ePass Montana ID Details

*Username:

*Password:

*Verify Password:

*Password Hint:

Security Info

For your protection, these questions will help us verify your identity in the future.

*1. Security Question:
Choose one ...

*2. Security Question:
Choose one ...

*3. Security Question:
Choose one ...

Registered User Information

If you have a Registered User account, please provide your Registered User login information. [What is a Registered User account?](#)

Registered User Login:

Registered User Password:

Cancel Save Changes

2. Create an Account:

D. You will receive the email below after you Save Changes with a link to validate your account. Once you validate your account, you may begin logging in to send and receive emails.

FILE TRANSFER SERVICE

STATE OF MONTANA

**You must validate your account in order to use
the State of Montana File Transfer Service. Click on the link below:**

<https://transfer.mt.gov/Home/Validate?validationToken=5dd56a7c-edc1-4fc3-8bed-6f6ee6533dfb>

Replies to this email are not monitored.

<https://transfer.mt.gov/>

3. **LOGIN TO YOUR ACCOUNT:**

A. On the ePass “Home >>Welcome to ePass Montana” page

The screenshot shows the Montana.gov website with the ePass login interface. The page title is "Home » Welcome to ePass Montana". Below the title, there is a description: "ePass Montana is a convenient and secure way to access Montana government services." There are three main login sections: "ePass Montana Login", "State Employee Login", and "Open ID Login". Each section has a "Hide" button. The "ePass Montana Login" section contains the text "Login with ePass Montana" and "Login with your ePass Montana account. If you do not have an account, you can create one here." Below this text is a "Login" button, which is highlighted with a red square and a red arrow pointing to it from the left. The "State Employee Login" section contains the text "Login with State Employee Account" and "Login with the username and password you use for the state network." Below this text is a "Login" button. The "Open ID Login" section contains the text "Login with OpenID" and "Login with an account you already have from an OpenID provider." Below this text is a "Please select your account provider:" label and two buttons: "YAHOO!" and "AOL".

File Edit View Favorites Tools Help

Adobe Connect Central L... Welcome Data Collection Bulk Email

MONTANA.GOV
OFFICIAL STATE WEBSITE

SERVICES AGENCIES LOGIN SEARCH MONTANA.GOV

Home » Welcome to ePass Montana

ePass Montana is a convenient and secure way to access Montana government services.

Instructions How Do I Feedback

ePass Montana Login Hide

State Employee Login Hide

Open ID Login Hide

Login with ePass Montana

Login with your ePass Montana account. If you do not have an account, you can create one here.

Login

Login with State Employee Account

Login with the username and password you use for the state network.

Login

Login with OpenID

Login with an account you already have from an OpenID provider.

Please select your account provider:

YAHOO! AOL

3. To login to your account:

A. Under:
“Login with ePass Montana”

Click on

Login

ePass Montana



Home » ePass Montana Login

ePass Montana provides access to all authorized eGovernment services using one username and password.

Instructions

How Do I

Feedback

Existing User

Username:

adomino@mt.gov

Password:

••••••••

[Forgot your Username or Password?](#)

Login

New User

Create an ePass Montana account by selecting the button below:

Create an Account

Home

3. To login to your account:

B. Under:
"Existing User", enter your
Username, and Password,
then:

Login

Click on

4. Set up the “File Transfer Services” necessary to email student level data:

This page shows both the services that you may add to your account, and any list of services that you may have already added to your account.

4. To Set up your email account:

A. Under:
“Welcome, (your name)”
Click on:

[Manage Your Account Service](#)

Adobe Connect Central L... Welcome Data Collection Bulk Email

MONTANA.GOV
OFFICIAL STATE WEBSITE

SERVICES AGENCIES LOGIN SEARCH MONTANA.GOV

Welcome to ePass Montana

Home » Welcome to the ePass Montana Dashboard

Use this page to read about the latest ePass Montana news, manage your ePass Montana services and maintain your account information.

Instructions How Do I Feedback

Account Information ⓘ Hide

Welcome, Amanda Domino

You Are Logged In With Your State Account

State

[Edit Your Account Information](#)

[Manage Your Account Services](#)

[Logout From This Account](#)

Other Accounts

Login With Another Account

ePass Montana OpenID

[Logout From All Accounts](#)

News and Information ⓘ Hide

ePass Montana 2.33.0 Release Completed Announcement

Please be advised of the maintenance activities for DOA's ePass Montana (Release 2.33.0) have been completed. This maintenance occurred on Sunday, December 27, 2015 at 9:00 AM MST. Details for this release can be found under

[ePass Montana 2.33.0 Release Completed Announcement](#)

[ePass Montana 2.32.0 Release Completed Announcement](#)

[ePass Montana 2.31 Release Completed Announcement](#)

[ePass Montana 2.28 Release Completed Announcement](#)

Welcome to ePass Montana



Home » Welcome to the ePass Montana Dashboard

Use this page to read about the latest ePass Montana news, manage your ePass Montana services and maintain your account information.

Instructions

How Do I

Feedback

Done

Your Services

Remove

eMACS



My Favorites

Remove

Add a link to My Favorites:

New URL:

http://

Link Name:

Add

Add a Service?



Add

BFI eLicense Intranet



BOLD, Banking Online Database



Business Resource and Listing Update Tool



Business Tax Express (Bustax)



Child Support Payments



Convicted Offender Network



Criminal History Online Public Records Search (CHOPRS)



DEQ myCoal



DOJ Driver Record Search & Prod



DPHHS Policy System



DPHHS TSD PolicyTech



Education Donations and Student Scholarship Organizations



eStop Licensing Portal



Facility Licensing and CNA Certification Online (NEW)



File Transfer Service



Inmate Banking



4. To set up your email Account:

B: Under "Add a Service"

a. Scroll down the list

b. Select "File Transfer Service"

File Edit View Favorites Tools Help

Adobe Connect Central L... Welcome Data Collection Bulk Email

MONTANA.GOV
OFFICIAL STATE WEBSITE

SERVICES AGENCIES LOGIN SEARCH MONTANA.GOV

Welcome to ePass Montana

Home » Welcome to the ePass Montana Dashboard

Use this page to read about the latest ePass Montana news, manage your ePass Montana services and maintain your account information.

Instructions How Do I Feedback

Done

Your Services Remove

File Transfer Service

My Favorites Remove

Add a link to My Favorites:

New URL:
http://

Link Name:

Add

Add a Service? Add

BFI eLicense Intranet

BOLD, Banking Online Database

https://mt.gov/

4. To set up your email account:
c: Under "Your Services", the "File Transfer Service" will appear.

To save, click

Done

5. Sending and Receiving Emails through the File Transfer Service

Once you have set up your account, you can access the “File Transfer Service” through the following instructions:

- A. Login in to the ePass system.

The screenshot shows the Montana.gov ePass Montana Dashboard. The page has a blue header with the Montana.gov logo and navigation links: SERVICES, AGENCIES, LOGIN, and a search bar. Below the header is a banner that says "Welcome to ePass Montana". The main content area is divided into sections: "Account Information", "News and Information", "Your Services", and "Add a Service?".

Account Information: Displays "Welcome, Amanda Domino" and "You Are Logged In With Your State Account". It includes links for "Edit Your Account Information", "Manage Your Account Services", and "Logout From This Account". There is also a "State" button and a section for "Other Accounts" with "ePass Montana" and "OpenID" buttons, and a "Logout From All Accounts" link.

News and Information: Features a "ePass Montana 2.33.0 Release Completed Announcement" with details about maintenance activities on Sunday, December 27, 2015. It also lists several other release announcements with links.

Your Services: This section is highlighted with a red box. It contains a list of services, including "eMACS (ePass)" and "File Transfer Service (ePass)". The "File Transfer Service (ePass)" is also highlighted with a red box. A red arrow points from the text "Click on File Transfer Service (ePass)" in the instructions to this service.

Add a Service?: This section is also highlighted with a red box. It contains a list of services to add, including "BFI eLicense Intranet", "BOLD, Banking Online Database", "Business Checklist", "Business Checklist Creation Administration", and "Business Resource and Listing Update Tool".

Annotations: A text box on the left side of the screenshot contains the following instructions:

- 5. Sending & Receiving Emails:
- B. Under “Your Services”
- Click on
- [File Transfer Service \(ePass\)](#)

Red arrows point from the text "Click on" and the link "File Transfer Service (ePass)" to the "File Transfer Service (ePass)" entry in the "Your Services" section.

Received Transfers

Instructions Feedback

 Sent Files

 Received Files

⚙ User Preferences

 Remove Selected File(s)

+ Send a New File(s)


5. Sending & Receiving Emails:

C. To Send a File:

Click on

+ Send a New File(s)

☐ Select AllName Size Downloaded Sender Sent Expires

Status 

<< < 1 > >>



Select Files To Upload

[Instructions](#)

[Feedback](#)

Form E -
Attendance-
FINAL.xlsx

1 MB

[Remove File](#)

5. Sending and Receiving Emails:

D. Click anywhere inside the blue-shaded box. Your document files will open. Find the document you want to email to OPI. Click on the document and click open. The file will upload into the blue shaded box. Then, click "Continue".

* Uploading folders is not supported.

[< Back](#)

[Continue >](#)

5. Sending & Receiving Emails

E. To enter the recipient's email address, click on:

[State Employee or ePass Montana Customer](#)

Recipient Options

InstructionsFeedback

Please select the appropriate link below:

General

[State Employee or ePass Montana Customer](#)

Unclaimed Property Reports

[Holder Reports](#)[Unlocatable Mineral Holder Reports](#)[Audit Holder Reports](#)[Audit Unlocatable Mineral Holder Reports](#)[State Reciprocity Reports](#)

Tax Forms

Department of Revenue:

Withholding Reporting:

Income Tax Refund:

[W-2 Forms](#)[Refund Verification](#)

[1099 Forms](#)

Department of Transportation:

[Fuel Tax Refunds](#)[IFTS Tax Returns](#)

[Home](#)[Back](#)

5. Sending & Receiving Emails

F. Enter email:

adomino@mt.gov

Finally, click



Recipients

Instructions Feedback

Recipients

To:

Last Name

File(s)

Form E - Attendance-FINAL.xlsx

Message

Enter a message for the Recipient(s)

5. Sending & Receiving Emails

G. Confirmation that your document was sent to the recipient.

Sent Receipt

Instructions Feedback

✓ **Upload success!**

The below files have been uploaded:

- Form E - Attendance-FINAL.xlsx

The file(s) will be delivered* to:

- adomino@mt.gov (adomino@mt.gov)

* Pending a successful virus scan.

[Check the file\(s\) status by referring to your sent box.](#)

5. Sending and Receiving Emails:

H. You will receive an email as below when you receive an email from the File Transfer service.

FILE TRANSFER SERVICE

STATE OF MONTANA

**The following file has been sent to you
through the State of Montana File Transfer Service:**

FILE NAME:

EXAMPLE DOCUMENT TITLE

SENT FROM:

Amanda Domino

MESSAGE:

You have a new file available in your File Transfer Service Inbox.

**To download this file,
click on the link below:**

<http://transfer.mt.gov/transfer/ReceivedFileReport?TransferID=05ee61cd-c413-4e32-b9ed-2f0e2c5f55e5>

Replies to this email are not monitored.

<https://transfer.mt.gov/>